

Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102



The Oklahoma Federal
Executive Board
Presents the

2006 Leadership Series

*A Local Approach to Improving
Leadership Competencies*



- Project Management
- Bridging the Generational Divide
- Leading First, Manage Second
- Leadership Strategies (near and far)
- Ethics (oh yeah....it'll be fun)

March 2006 through August 2006

Building on a Successful Approach to Leadership Development

The Federal Executive Board of Oklahoma is building on the success and strength of past years' Leadership Series. We have created a series of training days to address the unique needs of managers/supervisors in public service. Through interagency training opportunities such as this, each agency enjoys the sliding scale of savings created by the entire governmental community. While we will be bringing back three speakers by popular demand, their presentations will be significantly different from last year. They all bring a wealth of valuable insight into our changing needs. This will enable those who attended last year to join us again, without receiving duplicate information.



A bit like “magic”, this series of training offers flexibilities that are not traditionally available in long-term training programs. You can send one person to all five seminars, enabling a well-rounded year of training or you can send a different individual to each training event based upon professional development needs.

This flexibility is unique and allows you to budget for an entire year's worth of courses at the lowest possible rate. You pay once for five series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. You decide.

Importance of building on leadership competencies in your organization:

"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."

---Stephen **Stephen R. Covey**, *Principle-centered Leadership*

2006 FEB Leadership Series Registration and Enrollment information

Name: _____

Agency: _____

Address: _____

Phone: _____ Fax: _____

Email Address _____

\$\$ Price Saver Series \$\$

[] **Full Series—5 Days \$650.00**

[] Pick three for \$435.00

[] **March 22** [] **May 23** [] **June 13** [] **July 11** [] **August 22**

Individual Training Day “Menu Prices”

[] World Class Project Management - March 22, 2006 \$159.00

[] Bridging the Generational Divide - May 23, 2006 \$159.00

[] Lead First, Manage Second - June 13, 2006 \$159.00

[] Leadership Strategies (Near & Far) - July 11, 2006 \$159.00

[] Ethics, Fact or Fiction - August 22, 2006 \$159.00

Agency/Registrant may pay by:

[] cash [] check [] credit card [] government voucher

Please mail this registration to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 10, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

Building on Existing Strengths and Tapping Unknown Resources!

Government employees, at all levels, are expected to do “more with less”; this has become an ongoing requirement of our employment and an expectation of the public we serve.

How do we continue to improve?

Taking our stewardship seriously, government leaders, managers, and supervisors continuously seek opportunities for increased efficiency and effectiveness.

Attending FEB-sponsored training provides you with ideas, strategies and tools to be more effective. The networking opportunity you have with leaders and managers from other agencies in attendance provides you with resource contacts that can make you more efficient.

Who Should Attend:

Government Managers, Supervisors and Aspiring Leaders who:

- Are responsible for leading, supervising or implementing major changes in an organization;
- Are seeking to build upon existing strengths
- Are looking for additional thoughts and strategies to increase effective leadership; and
- Are seeking efficient, low-cost, solution-focused training in the local area at which you can network with other government leaders.

These trainings are designed to:

- Build on the participant’s strengths
- Introduce ideas on how current skills and abilities can be utilized in various ways to increase effectiveness, and
- Provoke thought on how to use what you already know in an innovative, cutting-edge fashion.

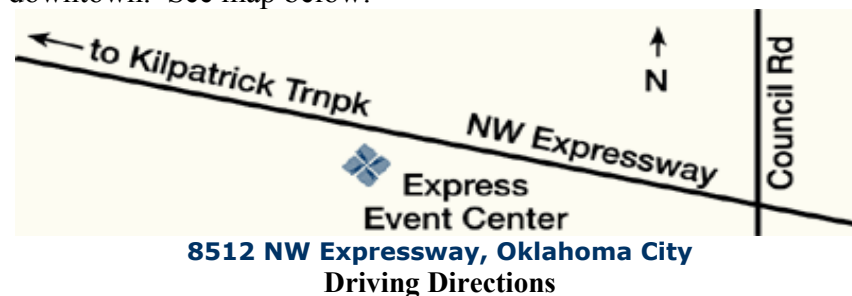
Please call the FEB Office, 405-231-4167 regarding this training

HOW DO WE PAY FOR THIS?!

The Oklahoma FEB has coordinated this training so that that government employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the leadership competencies needed by managers, supervisors, and aspiring leaders for their personal success and the success of your organization. You have the flexibility of buying a package (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, cash, government voucher or credit card.



Each training day will held at the Express Events Center located at 8512 NW Expressway in Oklahoma City. It is conveniently located about a mile east of the Kilpatrick Turnpike on Northwest Expressway between Council and County Line Road. It is only 20 minutes from the Will Rogers World Airport and 30 minutes from downtown. See map below:



From Lake Hefner Parkway (I-44):

Exit at Northwest Expressway and travel west. Continue west past Council Road. At the next stop light (Harvest Hills), turn left (south) into the OKC Market Square shopping center. Turn right (west). The Express Event Center is straight ahead.

From Kilpatrick Turnpike:

Take the Highway 3 exit. Turn east onto Northwest Expressway (a.k.a. Highway 3). Continue east on Northwest Expressway past County Line Road. The Express Event Center is on the right (south) side of the road about a quarter of a mile east of County Line Road.

Dates	March 22, 2006	May 23, 2006
Training Title	World Class Project Management	Bridging the Generational Divide
Course Outline	<p><i>Yellow-color Ticket</i></p> <p>If you are one of the best you have probably been tapped to “manage” a project – yet you have had no “formal” training in project management. This one-day seminar is designed to get you up to speed fast on the latest, most effective tools, techniques and strategies necessary for today’s program and project managers. Those who manage their projects and programs more efficiently and effectively will be recognized as leaders within their organizations and the organizations within their industry. Participants will have a thorough understanding of the tools and techniques necessary to bring a project in on time, on budget and at with the desired results. Learn the phases of effective project management and how to plan so as to be more efficient and successful. Learn how to use the same powerful tools top researchers, scientists and corporate managers use to plan and manage projects and processes – Triple Constraints, Work Breakdown Structures, PERT, GANTT and CPM.</p>	<p><i>Mint-color Ticket</i></p> <p>As the workplace becomes more diverse, it is more important than ever before to learn how to bridge the generational divide. It is vital that employers know how to fully utilize the talents and skills of each generational group. This session will provide you with insights on how to recruit, motivate, develop and understand the work ethic, leadership and management style of each generational group. You will leave this session with practical information that will help you in the workplace</p>
Instructor	Anthony Tormey Leadership Development Institute (LDI)	Nancy J. Lewis Progressive Techniques
Location	Express Events Center 8512 NW Expressway Oklahoma City, OK	Express Events Center 8512 NW Expressway Oklahoma City, OK

Suggestions for Training Days

- ✓ Each day is planned from 7:30 a.m. to 4:00 p.m.
- ✓ Dress is business casual; you may wish to bring a sweater or light jacket due to room temperature fluctuations.
- ✓ Please call the FEB Office at 405-231-4167 with special needs (physical or dietary) to be accommodated.

June 13 , 2006	July 11, 2006	August 22, 2006
Lead First, Manage Second	Leadership Strategies (Near & Far)	Ethics —Fact or Fiction
<p><i>Brown-color Ticket</i></p> <p>Your business success depends on LEADERSHIP, not management trends. The next, “best seller” will come and go, but the need for exceptional leadership remains constant.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> ○ Five principles of extraordinary leadership ○ How to delegate and empower more effectively ○ Make more “Blue card” decisions ○ Set the stage for being an “Extraordinary” leader <p>Your business success depends on solid relationship, not management trends.</p>	<p><i>Blue-color Ticket</i></p> <p>Learn the 4 step process to enhancing your effectiveness when leading people (in the office or in remote locations).</p> <ul style="list-style-type: none"> ○ Clarifying expectations ○ Review of top priorities ○ Create an assessment tool ○ Easy follow up tools <p>This day will help leaders design strategies to increase success in leading whether they are in the office with you or located in another geographic area. We will also discuss the ‘hard stuff’, like conflict. Expected results are:</p> <ul style="list-style-type: none"> ○ Better relationships and leadership ○ Increased productivity ○ Increased satisfaction 	<p><i>Melon-color Ticket</i></p> <p>All public service employees hold their positions as a public trust and the American people have a right to expect that all employees will place ethical principles above private gain. Employees fulfill that trust by adhering to general principles of ethical conduct, as well as specific ethical standards. Sometimes, the hardest thing to do is getting it right the first time. How do you know that your decisions and actions are correct? It isn't enough that employees avoid conflicts of interest under 18 U.S.C. 208; we should be viewed as stewards with ethics. Ethics come down to this simple phrase, "I do what I say and I say when I don't"</p>
Tammy Taylor LDI	Eric Gordon Common Sense Leadership	Mark Towers Speakout Seminars
Express Events Center 8512 NW Expressway Oklahoma City, OK	Express Events Center 8512 NW Expressway Oklahoma City, OK	Express Events Center 8512 NW Expressway Oklahoma City, OK

To each of us, there come opportunities to rearrange our assumptions—not necessarily to be rid of the old, but more to profit from adding something new.

—Leo Buscaglia

The innovator is not an opponent of the old; he is a proponent of the new.

—Lyle E. Schaller